



Executive Board Member Description - Vice President of RivALZ

Position Description:

The Vice President of RivALZ is a volunteer position, responsible for the coordination, management and promotion of all Junior Committee fundraising and special events. In addition to Junior Committee fundraising and special events, this person will coordinate, manage, and execute the RivALZ Signature Event, a women's flag football game. Maintain all supportive efforts to meet participant and fundraising goal. This person will be responsible for leading and managing the RivALZ Planning Committee including Marketing, Logistics, Fundraising, Recruitment and Sponsorship sub-committees. This position is responsible for maintaining the mission and vision of the Alzheimer's Association, Central Ohio Chapter throughout all Junior Committee events, messaging and outreach.

All Junior Committee board members are expected take part in the planning of annual events.

Requirements:

- Attend monthly Junior Committee Meetings
- Attend monthly Executive Board meetings
- Commitment to serve a two year term
- Active participant in all major Junior Committee events
- Willingness to devote individual time and effort to the improvement of Junior Committee events
- Recruit Junior Committee team members to plan, implement and promote team fundraisers
- Serve as the Junior Committee representative at Junior Committee sponsored events
- Attend at least 75% of all Junior Committee meetings
- All Blondes vs. Brunettes events including Game Day and supporting fundraisers
- Monthly RivALZ Full Planning Committee meeting

Responsibilities:

- Coordinate, manage, and execute the RivALZ Signature Event and all supportive efforts to meet participant and fundraising goal.
- This person will be responsible for Lead and manage the RivALZ Planning Committee including Marketing, Logistics, Fundraising, Recruitment and Sponsorship sub-committees.
- Generate creative ideas to continue growing the events
- Engage with other groups within the community to help with expansion and recruitment
- Manage annual budget and fundraising to achieve fundraising goal (increases by 15% annually)

Qualifications:

- Previous volunteer management experience
- Member of Blondes vs. Brunettes planning committee during previous season
- Ability to be positive and flexible, accept change and always be thinking on their feet
- Has knowledge and an understanding of Alzheimer's Disease